

7 February 1973

MEMORANDUM FOR: Records Management Board Members

SUBJECT: Records Management Procedures

. It is requested that the following information be passed on to the records management personnel assigned to your Directorate:

STAT a. [] Chief, Records Administration Branch, has been delegated the authority to approve amendments and changes to Records Control Schedules. The Special Assistant for Information Control will continue to approve complete Records Control Schedules.

b. Records Officers are requested to coordinate their microfilm projects with both the Microfilm Program Branch, Support Services Staff, and the Records Administration Branch, DCI.

[]
Special Assistant for Information Control

STAT

cc:
C/MPB/SSS
C/RAB/DCI

~~ADMINISTRATIVE—INTERNAL USE ONLY~~